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GENERAL SERVICES ADMINISTRATION*Washington 25, D. C.*

October 8, 1964

MEMORANDUM TO HEADS OF FEDERAL AGENCIES**SUBJECT: FEDERAL PROPERTY MANAGEMENT REGULATIONS (Temporary)**

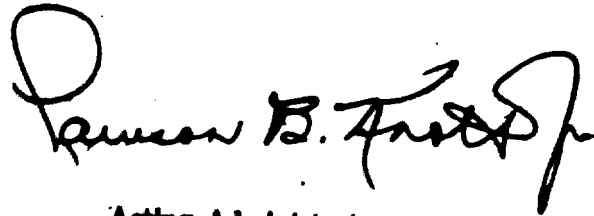
There is attached for review and comment by your agency a copy of a proposed GSA Regulation designed to implement GSA's responsibilities under Bureau of the Budget Circular A-27 for effecting the sharing of ADP resources throughout the country. Through your agency representative on the Interagency Committee on ADP, we have received informal comments on previous drafts of the regulation. All substantive comments submitted have been considered and incorporated in the attached document, advance copies of which were mailed to all members of the Committee on October 1, 1964.

In order to meet the timetable established in the attachment, it is essential that the final regulation be issued by November 1, 1964. Accordingly, your agency's comments on the attached draft would be appreciated by the close of business October 23, 1964. It will be assumed that agencies not submitting comments by that date have no objection to the regulation as attached.

In your comments, please specify whether your agency would prefer to provide initial inventory information and subsequent changes from the headquarters office or have its regional installations provide the information directly to the GSA regional offices and any Federal Executive Board committees which may be established. All substantive comments received will be considered and, where required, discussed with the Bureau of the Budget and the agency concerned. To expedite this process, please include the name and telephone number of the official to be contacted for such discussion as may be necessary.

On each subsequent inventory phase following that scheduled for November 1, 1964, the GSA ADP Coordination Staff in Washington will contact your agency headquarters representatives prior to initiating the actual inventory taking.

We appreciate the cooperation your staff has already provided and hope that this cooperative spirit will be extended toward meeting the October 23, 1964, deadline.

A handwritten signature in black ink, appearing to read "Vernon B. Frost". The signature is fluid and cursive, with a large initial "V" and a stylized "F".

Acting Administrator

Enclosure

GENERAL SERVICES ADMINISTRATION
Washington, D.C. 20405

FEDERAL PROPERTY MANAGEMENT REGULATION NO. ____ (Temporary)

TO : Heads of Federal Agencies

SUBJECT: Government-wide ADP Sharing Exchange Program

1. Purpose. This ~~issuance~~ announcement announces the establishment by the General Services Administration of a Government-wide ADP Sharing Exchange Program designed to promote and facilitate arrangements for the maximum sharing of available ADP resources among and for the mutual benefit of Federal agencies.
2. Background. Under the provisions of the Bureau of the Budget Circular A-27, June 15, 1964, the General Services Administration is charged with the responsibility for establishing and arranging for the operation of ADP Sharing Exchanges in those areas of the United States (except Washington, D. C.) where there is a concentration of ADP resources to indicate such establishment would provide effective service to agencies and their Government-owned-contractor operated installations (GOCO). Research analysis and evaluation of sharing potentials, recently identified, developed the basis for GSA to expand the scope and objectives of this program beyond that contemplated by previous investigations, studies, and experiments.
3. Responsibilities.
 - a. The General Services Administration will carry out the following responsibilities:
 - (1) Arrange for the establishment and operation of regional and district ADP Sharing Exchanges (see par. 9b).
 - (2) Acquire and maintain only that data necessary to record ADP sharing availability and accomplishment on a nationwide basis; analyze such data for identification of volume, types of actual or potential service available, monetary values of accomplished sharing, trends, and other pertinent information necessary to provide essential reports and to identify deterrents and advantages to sharing.
 - (3) Conduct, arrange for, and promote positive activities that will contribute to the furtherance of sharing all ADP resources within and among agencies. (I.e., exhaustive research, promotional ventures, personal liaison, arranging conferences, etc.)

b. Each executive department and agency is responsible for the following:

(1) Establishing policies, directives, and procedures to encourage and facilitate maximum participation in the Government-wide ADP Sharing Program by their departmental and field establishments, including their Government-owned-contractor operated installations (GOCO).

(2) Providing pertinent data to the Sharing Exchange so that ADP resource availability records can be updated whenever the basic facts change.

4. Terms of Reference.

a. For the purposes of this program, "ADP resources" is intended to include both hardware and software; viz.: general purpose analog and digital computers, peripheral gear, and auxiliary special devices; punched card equipment; library of applications, systems, or problems to which a computer is applied; canned programs and systems; operating personnel and staff available to provide assistance for systems analysis, programming and consultation; technical reference libraries in regards to ADP equipments and equipment configurations.

b. ADP Sharing is defined as the utilization of any ADP resource to perform work for an organization not an organic part of the organization operating the ADPE facility (nonmission type work) and where the providing organization is not normally responsible for, or funded and staffed, to produce such work. Examples of sharing potential under this Regulation:

(1) Between Government agencies.

(2) Between bureaus (or equivalent organizations) within an agency.

(3) Between organizations within a bureau or equivalent organization; viz.: single managers within the Defense Supply Agency.

(4) Between a Government entity and a Government-owned-contractor-operated (GOCO) installation.

(5) Between GOCO's.

(6) Within a GOCO which operates more than one ADP facility.

c. All terms used in this issuance have the same meaning as those described in the BOB ADP Glossary, December 1962, and in the BOB Circular A-55, December 1963.

5. ADP Equipment Coverage.

a. The Government-wide ADP Sharing Exchange Program is intended to include all types of data processing equipment. Included are punched

card machines, analog and digital computers, and related peripheral and auxiliary equipment directly involved in data processing equipment use.

Exceptions: The following ADP equipment may be exempt from the Government-wide ADP Sharing Exchange Program at the option of the reporting agency:

- (1) Equipment used in such a manner as to be an integral part of a weapons system, process or operational control and other real time functions while actually engaged in such functions.
- (2) Analog computers classified as special devices (i.e., link trainers, custom built single purpose computing devices, or computing devices manufactured for the Government under a developmental contract).
- (3) Equipment classified as "DEDICATED" which means those computers which are single purpose in nature because of the characteristics of the applications and the computer being mutually dependent and not subject to external applications.

(Note: Since exceptions will be subject to review by the GAO, in its audits, and by the Bureau of the Budget in their examinations, they should be limited and be well justified.)

6. Sharing vs. Acquisition of Additional Equipment. Under the Government-wide ADP Sharing Exchange Program the GSA will coordinate data compiled by the Sharing Exchanges with that developed under the GSA Personal Property Management Regulation No. 36, to assist interested agencies in making their determinations whether to (1) extend the use of equipment already in place, (2) utilize available excess Government ADP equipment, or (3) proceed with further procurement. For the purposes of this program, this feature is to be considered as "advisory" and is not intended to be a GSA control mechanism.

On request, GSA will provide a written statement to the effect that the agency has checked equipment requirements against GSA's National Equipment Availability Records prior to initiation of procurement.

7. Financing. According to 31 U.S. Code, Section 686 (Economy Act), any Government department, bureau, or office with funds available, and after proper determination by the Head of such Office that it is in the best interest of the Government to do so, may place orders on a reimbursable or nonreimbursable basis with any other department, bureau, or office in order to obtain services outside his own agency. Federal agency ADP services come within the scope of this section. In the absence of a uniform rate structure for Government-wide application, the cost of reimbursable services will be a matter of negotiation by the agencies concerned. In determining cost, consideration should be given to such factors as operator and supervisory salaries, overhead, cost of supplies, maintenance, machine rental, depreciation, etc.

There will be no charges for "informational services" rendered by the Sharing Exchanges.

8. Legality. The sharing of ADP equipment, time, personal services, and related facilities is clearly permissible and legal under the Government directives and regulations now in force. The Government ADPE contracts with manufacturers do not prohibit or restrict ADPE sharing arrangements.

9. Government-wide ADP Sharing Exchange Program Methodology.

- a. Program Coordination. The Government-wide ADP Sharing Exchange Program will be monitored by the ADP Coordination Staff in GSA's Central Office. Sharing Exchange activities will be fully coordinated with the Federal Executive Boards to assure maximum cooperation of, and participation by, all agencies. The Sharing Exchange operations described below are not intended to interfere with existing sharing arrangements between agencies. However, actual sharing accomplishments must be reported to the Sharing Exchange Manager.

- b. Organizational Arrangements for ADP Sharing Exchanges. Generally, GSA regional offices will operate the Sharing Exchanges. However, in certain instances, such as at locations where GSA does not have a regional office (i.e., Philadelphia, Los Angeles, St. Louis), it may arrange for and assist in the establishment, organization, and operation of the District Sharing Exchange by another agency. Such arrangements will be accomplished by negotiation between GSA and the appropriate agency officials.

- c. Establishment and Maintenance of Inventories of ADP Resources. (See timetable of events attached.)

- (1) Inventory Phasing. In order to permit orderly establishment and operation of the Sharing Exchanges, the inventorying of ADP equipment and resources used by the Government agencies and their GOCO installations will be accomplished on a phased basis:

- Phase A - By November 30, 1964, equipment and resources used by Government agencies in the following cities (and locations in close proximity thereto): New York, Boston, Atlanta, Dallas, Chicago, Seattle, San Francisco, Kansas City, Denver, St. Louis (FEB), Philadelphia (FEB), and Los Angeles (FEB).

- Phase B - By February 1965, equipment in the hands of Government-owned-contractor-operated (GOCO) installations.

- Phase C - By May 1, 1965, equipment and resources used by Government agencies at locations other than those listed in Phase A. and Phase B.

Phases A, B, and C will be accomplished at the local level through the cooperative efforts of Federal Executive Boards, other agency

officials and GSA regional officials. The GSA Central Office ADP Coordination Staff will work with officials of agencies and departments requested to be designated in par. d(2), below to resolve any problems incident to the inventory process, sharing operations and other related matters. GSA/agency headquarters representatives will jointly determine whether to supply resource availability data from central agency headquarters records or from the field establishment level.

(2) Data collection under all phases of the inventorying process will eventually be fully coordinated with any "Government-wide ADP Management Information System" which may be prescribed by the Director, Bureau of the Budget.

(3) ADP Resource Availability Records. The Sharing Exchange Manager at each location will (based on the data supplied in Phases A, B, and C, above), maintain all essential records relating to ADP resources which are necessary to promote the maximum utilization of total Government ADP resources. The exchange of "know-how" and software is considered to be just as productive as the utilization of hardware. To supplement knowledge of local ADP resources available, Sharing Exchange Managers will canvass the local area to determine where commercial ADP facilities are located and whether they would be available for Government use on a contract basis. This data will be recorded by the Sharing Exchange and become a part of the ADP Resources Availability Record.

d. Actions Required.

(1) By GSA. Not later than November 1, 1964, issue instructions to its field offices on the taking of inventories, recording ADP resource availability, and operation of the Sharing Exchanges.

(2) By Executive Agencies. Issuance of directives to all affected personnel and organizational entities to participate in the Government-wide ADP Sharing Program. Also, designate an individual who can speak for the agency to work, as requested, with GSA ADP Coordination Staff at the Washington level.

(3) By Federal Executive Boards. Arrange for local cooperation with GSA in implementing the Government-wide ADP Sharing Program. This may include establishment of local committees to work out mutually agreeable arrangements for sharing at any location within the GSA regions' and the FEB's geographical boundaries. (See Regional Map attached.)

e. Information Requirements and Use.

(1) Initial Submissions. Unless initial data is furnished by their headquarters, all Federal agency field offices that have ADP resources on hand will be requested to complete one copy each of the

forms listed below and to return to the GSA regional office (Attention: ADP Sharing Exchange Manager) in their area not later than November 30, 1964 (Exhibits A and B).

Exhibit A - Form titled: Computer Facilities on Hand

Exhibit B - Form titled: Punched Card Facilities (and Other Auxiliary Devices)

(2) Subsequent Submissions. It is requested that any significant actual or anticipated change in the physical layout (i.e., security, site modifications, etc.) or in ADP operating resources or capabilities be reported to the appropriate ADP Sharing Exchange Manager by use of the forms referenced above, preferably as they occur but at least monthly, to include the following:

- (a) Acquisition of new equipment.
- (b) Release of existing equipment.
- (c) Addition or change in equipment configuration.
- (d) Change of major types of work performed.
- (e) Change in personal service capability.

If submitted monthly, reports should arrive in the ADP Sharing Exchange office no later than the 15th day of the month following. Reports are not required unless changes have occurred.

(3) Federal agencies' field offices that heretofore have not had ADP resources, but may acquire it in the future, are requested to report approved resource projections on referenced forms at the time procurement action is initiated and again when actually completed.

(4) Sharing activity will be required to be reported to the Sharing Exchange Manager by the performing agencies on the form (Exhibit C) titled: "Sharing or Contractual Services Obtained From or Provided to Others During Current Fiscal Year." If desired, these forms may be retained by the agency until they reach some bulk, but no longer than the close of each quarter.

Completion and submission of the above forms will permit the maintenance of an accurate inventory of computer and punched card equipment facilities and ADP resources in the local area, enabling the Exchange to respond to agency inquiries promptly and with reasonable accuracy as to whether or not a service requirement can be satisfied, and to meet reporting requirements.

(5) Use of Information. The Sharing Exchange Manager at each location will, based on the data supplied in Exhibits A and B, maintain

all essential records with respect to equipment configuration, time scheduling, manpower services (operating, programming, systems, etc.), applications, etc., necessary to promote the maximum utilization of total ADP resources.

Each ADP Sharing Exchange will establish, maintain, and publish quarterly a consolidated listing of available ADP resources by agency, installation, locality, and commercially available facilities. Copies will be made available to each reporting agency participating in the exchange program.

The Exchange will make an analysis of the information acquired to identify resource density and volume, types of services available and that which can be provided, capabilities being requested, monetary values of sharing accomplished, sharing trends, including deterrents and advancements, and other pertinent information needed to provide essential reports.

The analysis and evaluation accomplished by the GSA regional office will also serve as the basis for determining where District ADP Sharing Exchanges should be established. Establishment and operation of District Exchanges will be a matter of negotiation between responsible officials of GSA and the agencies concerned, and be fully coordinated with the FEB's where appropriate.

f. Requests for ADP Services and Information.

(1) The ADP Sharing Exchange will make every effort to satisfy the inquiries received from regional area agencies, or other sources, from the availability records it maintains. The ADP Sharing Exchange is authorized to make whatever contacts are required to keep records current and to identify more clearly the types of services offered by any agency or to obtain clarification of agency requests for service.

(2) Requests Under Preplanned (nonemergency) Conditions. Preplanned conditions are defined as those instances where there is:

(a) Work of a recurring nature on a regularly scheduled basis (payroll, dividend checks, etc.);

(b) Work of a "one-shot" nature for which sufficient lead-time is available for orderly scheduling by another agency (special inventory of any nature).

Under these conditions two alternate methods may be used by the agency requiring the services:

Alternate 1 - Where specific interagency agreements (formal or informal) for sharing ADP resources have been made, the requesting agency may conclude its sharing arrangement without clearing through the Sharing Exchange. However, the performing

agency must report sharing accomplishments in accordance with paragraph 10, below.

Alternate 2 - Where interagency agreements have not been made and where the requesting agency desires assistance in locating the ADP resources needed, they should contact the Sharing Exchange and the following procedure will apply:

Requests from agencies for ADP services will be submitted on form titled: "Requests for ADP Services," (Exhibit E), to the Exchange in one copy only. The Exchange office will expeditiously contact agencies having appropriate resources available to accomplish work requested and obtain a tentative agreement for performance of the work. Once confirmed, the lower portion of form (Exhibit E) will be completed by the Exchange and the form returned to the requesting agency, after duplication of two copies, one to be sent to the performing agency as confirmation of work agreement and the other to be retained in the Exchange office. In the event there is no Government facility available to handle the work, the Exchange will advise the requesting agency accordingly by completing the lower portion of form (Exhibit E) and will include information on commercial capability available, if possible.

Upon receipt of form (Exhibit E), the requesting agency may make direct contact with the performing agency shown on the lower portion of the request form. In the event that the work is to be accomplished by nongovernment facilities, form (Exhibit C), "Report of ADP Services Provided to Another Agency or Obtained From a Commercial Source," will be completed by the requesting agency and sent to the Exchange.

(3) Emergency Work or Work Under Conditions Other Than Preplanned. Under these conditions, when the requesting agency has knowledge of available resources, they may contact the potential performing agency direct. In this case, form (Exhibit E) is not required; however, after arrangements have been made and carried out, the performing agency will complete form (Exhibit C), which is required for all work performed for other Government agencies under this program. Alternative: When availability of resources is not known and under emergency or conditions other than preplanned, the agency may telephone their requests direct to the Exchange, and the Exchange will initiate the form (Exhibit E) for them and make immediate contact and distribution as stated in par. (2), above. Requests in this category should constitute, generally, a one-time-only requirement as well as a specific deadline for completed work. All requests to the Exchange, either written or telephoned, will be handled by the Exchange in the most expeditious manner possible for all concerned.

10. Reporting. Exhibit C requires each agency to report to the Sharing Exchange Manager, at least quarterly, the extent of ADP sharing accomplished

or the lack thereof, during the period. These will be summarized and submitted to the GSA Central Office for preparation of a national consolidated report to be used in measuring the effectiveness of the Government-wide ADP Sharing Exchange Program.

11. Questions on the Program. During the developmental phases of this Government-wide program, there will undoubtedly be many questions concerning its operation. Such inquiries should be directed to:

General Services Administration
Att: Manager, ADP Sharing Exchange
(At any of the nine regional offices)

or

ADP Coordination Staff
Office of Finance and Administration
General Services Administration
18th and F Streets, NW.
Washington, D.C. 20405
Telephone: 343- (Code 183) Ext. 5231

12. Effective Date. The Exchange operations will begin as of the date of this Regulation. It should be realized, however, that the services will be limited until such time as requested forms are returned to the regional ADP Sharing Exchanges and the necessary inventory and availability referral records are established.

Attachment

GSA REGIONAL OFFICES

FEB'S LOCATIONS

GSA

Boston

New York

Washington, D.C.*

Atlanta

Chicago

Kansas City

Dallas

Denver

San Francisco

Seattle

FEB's

Boston

New York

Philadelphia*

Atlanta

Chicago

Dallas

St. Louis*

Denver

Seattle

San Francisco

Los Angeles*

Kansas City

* Exchange excepted from
GSA--operated by NBS/BOB.

* No GSA Regional Office

GOVERNMENT-WIDE ADP SHARING PROGRAM

Tentative Timetable of Events

- | | | |
|------------------------------------|---|--|
| <u>September 29, 1964</u> | - | GSA to meet with the Interagency Advisory Committee on ADP to discuss GSA's draft Circular to Federal Agency Heads. (Informal) |
| <u>Week of
October 5, 1964</u> | - | Complete final draft Circular and issue to Agency Heads for formal clearance. |
| <u>November 1, 1964</u> | - | (a) Issue official GSA Circular to all Agency Heads.

(b) Issue internal GSA Order to all GSA Regional Offices. |
| <u>Nov. 1-30, 1964</u> | - | (a) GSA Regional Offices to complete the Inventory of ADP Resources in the nine metropolitan areas where GSA has Regional Offices. (Washington, D. C. excepted) GSA/Agencies representatives will make joint determinations whether to supply inventory data from Central Agency Headquarters or from Field Establishment level.

(b) Also arrange for the FEB's to take similar inventories at Los Angeles and St. Louis, and to update the existing Philadelphia Sharing Exchange inventory. |
| <u>Dec. 1-31, 1964</u> | - | (a) GSA Regional Offices to perform detailed analysis and evaluation of inventory data received.

(b) Perform regional planning and conduct liaison in coordination with local FEB's.

(c) Resolve problem areas and develop operational arrangements for the Regional Sharing Exchanges. |

Tentative Timetable of Events (Cont'd)

- Week of
January 2, 1965 - GSA Central Office and the Regional Offices begin shakedown operation of Exchanges at 12 locations (nine GSA Regional cities plus three FEB cities--Los Angeles, St. Louis, and Philadelphia.)
- Jan. 1-31, 1965 - GSA Regional Offices start the Inventory of GOCO installations. (In some instances, regarding certain civil agencies, GOCO inventories will be furnished by the Washington, D. C. Headquarters Office.)
- Feb. 1-28, 1965 - Regional Sharing Exchanges will consolidate agency operated equipment inventories with the GOCO inventories.
- Week of
March 1, 1965 - (a) GSA Regional Offices will develop plans for initiating the inventory of ADP resources in locations outside their home metropolitan area, but within their individual regional boundaries.
- (b) These plans and schedules for taking the inventory will be submitted to the GSA Central Office for CO planning purposes.
- March 1-31, 1965 - Central Office, GSA, will notify the agencies, Washington, D. C. Headquarters, of the intent to proceed with the program--and request cooperation from the agencies. (GSA/Agencies Representatives will make determinations regarding furnishing inventory data to Regions from Central Headquarters offices wherever possible.)
- April 1, 1965 - Other metropolitan area inventories started by regional GSA offices.

- May - June, 1965
- (a) Regional Offices perform an analysis and evaluation of inventory data. Make determinations as to where ADP District Exchanges will be located.
 - (b) Conduct negotiations with appropriate agency officials. Arrangements made to establish Exchanges.
- July 1, 1965
- District ADP Sharing Exchanges are established.
Monitored by GSA -- operated by designated agency.
- Aug. - Dec. 1965
- (a) Continuous evaluation, coordination, and liaison conducted between GSA/Agencies at D.C. level; GSA/Agencies/FEB's at field level.
Problems resolved and improvements/revisions accomplished.
 - (b) Government-wide ADP Sharing Program in full operation.

(SAMPLE)

EXHIBIT ACOMPUTER FACILITIES ON HAND
(INCLUDING AUXILIARY EQUIPMENT)

THIS INFORMATION IS:

☐ INITIAL DATE
☒ Anticipated
☐ A CHANGE

P

L

(SEE INSTRUCTIONS IN LOWER RIGHT-HAND CORNER)

PLEASE USE A CONTINUATION SHEET

WHENEVER ADDITIONAL SPACE IS NEEDED

NOTE:

I. EQUIP. LOCATION & CONTACT POINT	1. DEPARTMENT OR AGENCY		3. EQUIPMENT LOCATION (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE AND ANY OTHER MAIL DIST. CODE) Enter Government contractor location where appropriate		
	2. BUREAU, OFFICE OR COMMAND				
	4. INDIVIDUAL TO CONTACT (FULL NAME)		ORGANIZATION		TELEPHONE
TITLE:				EXTENSION	
II. EQUIPMENT DESCRIPTION	5. MANUFACTURER, TYPE AND MODEL OF MAIN-FRAME (Use Code Sheet shown as Attachment A BOB Circular A-55)		6. INTERNAL MEMORY CAPACITY		
			VOLUME <input type="checkbox"/> WORDS <input type="checkbox"/> CHARACTERS		
	7. STORAGE	NUMBER	TYPE		8. CAPABILITY AVAILABLE
	<input type="checkbox"/> PACK FILE <input type="checkbox"/> DISC FILE				CARD PUNCH OUTPUT: <input type="checkbox"/> YES <input type="checkbox"/> NO CARD READING: <input type="checkbox"/> YES <input type="checkbox"/> NO
	TAPE DRIVES				9. PRINTER <input type="checkbox"/> ON LINE <input type="checkbox"/> OFF LINE
10. ADDITIONAL EQUIPMENT FEATURES/ (SPECIAL PRINTING CAPABILITY, PAPER TAPE INPUT, real time, and/or Special Devices & RPQ's, communication lines) (Give detailed description)					
III. USAGE AND ACCESS FACTORS	11. MAJOR TYPES OF WORK PROCESSED (ENGINEERING, GENERAL ACCOUNTING, PAYROLL, supply control, inventory management, etc.) (Give description as shown under applications code, Attachment A, Cir. A-55)				
	12. CAN NON-CLEARED PERSONNEL HAVE ACCESS TO COMPUTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		13. CAN CLASSIFIED WORK BE HANDLED CONVENIENTLY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	14. TOTAL PRESENT COMPUTER USAGE PER MONTH (INCLUDE PRODUCTION HOURS, DOWNTIME, MAINTENANCE, ETC.)				TOTAL HOURS
	15. APPROXIMATE COMPUTER MAIN-FRAME HOURS (State whether available time is workdays or weekends; 1st, 2nd or 3rd shift; indicate time of day. Exclude holidays.)				
	16. PROGRAMMING LANGUAGE USED (COBOL, ALGOL, FORTRAN II, ETC.) (Use A-55 Code Sheet)		17. PERSONNEL AVAILABLE <input type="checkbox"/> SYSTEMS & PROGRAMMING <input type="checkbox"/> OPERATORS (Note special conditions)		18. RATE SCHEDULE FOR COMPUTER MAIN FRAME \$W/Pers. per hr. \$W/O Personnel PER HOUR
	19. APPROVED BY: (SIGNATURE OF AUTHORIZED OFFICIAL)				
DATE		TELEPHONE			
TITLE:		EXTENSION			

MAIL TO: (USE WINDOW ENVELOPE)

GENERAL SERVICES ADMINISTRATION, Region No.
 COMPUTER SHARING EXCHANGE Code
 CITY, STATE, ZIP CODE

INSTRUCTIONS

SUBMIT original copy ONLY.

TYPE ALL INFORMATION AS FOLLOWS:

1. INITIAL INFORMATION - MARK "X" IN "INITIAL" BLOCK AT TOP OF FORM. COMPLETE ONE FORM (ALL ITEMS) - FOR EACH COMPUTER REPORTED.
3. CHANGE IN INFORMATION - WHEN ANY CHANGE-OR ADDITION TO INITIAL INFORMATION OCCURS, MARK "X" IN "CHANGE" BLOCK AT TOP OF FORM. COMPLETE SECTION I AND CHANGED ITEMS ONLY.

2. ANTICIPATED - Proposed installation or modification of information submitted previously.

 (Rev., 8/64)
 GPO 844-016

(SAMPLE)

EXHIBIT BPUNCHED CARD FACILITIES
(AND OTHER AUXILIARY DEVICES)

THIS INFORMATION IS:

☐ INITIAL DATE
☐ Anticipated
☐ A CHANGE

(SEE INSTRUCTIONS IN LOWER RIGHT-HAND CORNER)

I. EQUIP. LOCATION & CONTACT POINT	1. DEPARTMENT OR AGENCY		3. EQUIPMENT LOCATION (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE AND ANY OTHER MAIL DIST. CODE) Enter Government contractor location where appropriate			
	2. BUREAU, OFFICE OR COMMAND					
	4. INDIVIDUAL TO CONTACT (FULL NAME)		ORGANIZATION		TELEPHONE	
	TITLE:				EXTENSION	
II. EQUIPMENT DESCRIPTION	5. MANUFACTURER, TYPE, MODEL (INCLUDE SPECIAL DEVICES)		QUAN. TITY	TOTAL HOURS NORMAL USAGE PER MONTH	HRS. AVAILABLE FOR USE BY OTHERS	HOURLY RATE SCHEDULE
	(Auxiliary devices require a special description)					
(CONTINUE ON SEPARATE LISTING)						
III. USAGE AND ACCESS FACTORS	6. MAJOR TYPES OF WORK PROCESSED (ENGINEERING, GENERAL ACCOUNTING, PAYROLL, inventory management)					7. PERSONNEL AVAILABLE
						<input type="checkbox"/> SYSTEMS & PROGRAMMING <input type="checkbox"/> OPERATORS (Note special conditions)
	8. CAN NON-CLEARED PERSONNEL HAVE ACCESS TO EQUIPMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		9. CAN CLASSIFIED WORK BE HANDLED CONVENIENTLY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
10. APPROVED BY: (SIGNATURE OF AUTHORIZED OFFICIAL)				DATE	TELEPHONE	
					EXTENSION	
TITLE:						

MAIL TO:

(USE WINDOW ENVELOPE)

GENERAL SERVICES ADMINISTRATION, Region No.
 COMPUTER SHARING EXCHANGE CODE
 CITY, STATE, ZIP CODE

INSTRUCTIONS

SUBMIT *original copy* ONLY.

TYPE ALL INFORMATION AS FOLLOWS:

1. INITIAL INFORMATION - MARK "X" IN "INITIAL" BLOCK AT TOP OF FORM, LISTING ALL PUNCHED CARD EQUIPMENT IN USE, ATTACH A SEPARATE LISTING FOR ITEM 5, IF NECESSARY.

2. CHANGE INFORMATION - WHEN ANY "CHANGE" OR ADDITION TO INITIAL INFORMATION OCCURS, MARK "X" IN "CHANGE" BLOCK AT TOP OF FORM, COMPLETE SECTION 1 AND CHANGED ITEMS ONLY.

2. ANTICIPATED - Proposed installation or modification of information submitted previously.

(Rev., 8/64)
 GPO 844-016

(SAMPLE)

EXHIBIT C

REPORT OF ADP SERVICE PROVIDED TO ANOTHER AGENCY OR OBTAINED FROM A COMMERCIAL SOURCE		DATE	FOR <i>EXCHANGE</i> USE ONLY	JOB CODE
		WORK BASIS <input type="checkbox"/> NORMAL <input type="checkbox"/> EMERGENCY	JOB TITLE	
I. REPORTED BY	1. AGENCY NAME AND ADDRESS (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE)		2. INDIVIDUAL TO CONTACT (FULL NAME)	
			TITLE: ORGANIZATION TELEPHONE EXTENSION	
II. PROVIDED TO/ OBTAINED FROM	3. AGENCY SERVICE PROVIDED TO (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE)		4. COMMERCIAL SOURCE SERVICE OBTAINED FROM (CONTRACTOR'S COMPLETE NAME & MAILING ADDRESS, INCLUDING ZIP CODE)	
III. FREQUENCY, TYPE AND COST OF SERVICE	5. SERVICE WAS <input type="checkbox"/> ONE-TIME <input type="checkbox"/> RECURRING		6. FREQUENCY WITH WHICH SERVICES WERE OBTAINED OR PROVIDED <input type="checkbox"/> DAILY <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> OTHER (SPECIFY)	
	7. WAS SERVICE PROVIDED ON A REIMBURSEABLE BASIS? <input type="checkbox"/> YES <input type="checkbox"/> NO		8. METHOD USED TO COMPUTE CHARGES <input type="checkbox"/> HOURLY RATE <input type="checkbox"/> INTERAGENCY AGREEMENT <input type="checkbox"/> JOB PRICE <input type="checkbox"/> OTHER (SPECIFY)	
	9. TYPE OF SERVICE		TOTAL HOURS	HOURLY RATE SCHEDULE
	COMPUTER*			\$
	PUNCHED CARD EQUIPMENT			\$
	DATA PREPARATION			
	PROGRAMMING			
EQUIPMENT OPERATORS - COMPUTER				
EQUIPMENT OPERATORS - PUNCHED CARD				
TOTAL OTHER (SEE ATTACHMENTS)				
* COMPUTER TYPE & MODEL USED		TOTAL COST \$		
IV. DESCRIPTION OF SERVICE	10. DESCRIPTION OF WORK OBTAINED/PROVIDED (ENGINEERING, GENERAL ACCOUNTING, PAYROLL, ETC.)			
	11. SERVICES WERE OBTAINED/PROVIDED FOR: <input type="checkbox"/> PEAK LOAD <input type="checkbox"/> DEVELOPMENT OF NEW PROGRAMS <input type="checkbox"/> PRIOR TO INITIAL EQUIPMENT INSTALLATION <input type="checkbox"/> OTHER (DESCRIBE)		12. WHICH OF THE FOLLOWING, IF ANY, PRESENTED A PROBLEM IN OBTAINING OR PROVIDING SERVICES? <input type="checkbox"/> ESTABLISHING PRIORITIES <input type="checkbox"/> ASSURING ACCURACY <input type="checkbox"/> MEETING DEADLINES <input type="checkbox"/> POOR WORKING CONDITIONS <input type="checkbox"/> TRANSPORTATION OF SOURCE DATA <input type="checkbox"/> AGREEMENT <input type="checkbox"/> SECURITY CLEARANCE <input type="checkbox"/> PROVIDING OPERATORS <input type="checkbox"/> OTHER (DESCRIBE)	

MAIL TO: (USE WINDOW ENVELOPE)

GENERAL SERVICES ADMINISTRATION, Region No.
COMPUTER SHARING EXCHANGE CODE
CITY, STATE, ZIP CODE

(Rev., 8/64)
GPO 844-016

SAMPLE

EXHIBIT D

ADP RESOURCE AVAILABILITY CARD

*	MACHINE IDENTIFICATION:		(<u>FILE BY MACHINE IDENT. SEQUENCE</u>)
	AGENCY, NAME:		
	ADDRESS:		
	CONTACT, NAME:		
	PHONE:		
*	MEMORY CAPACITY:		WORDS/CHARACTERS
	TAPE DRIVES:	NUMBER:	TYPE:
	PRINTER:	OFF LINE	
	CARD PUNCH:	ON LINE	
	MISC. EQUIP. INFO.:	CARD READER:	
*	MAJOR WORK:		PROGRAM LANGUAGE(S)
	CLEARANCE:	NEEDED	HANDLED
	EQUIP. RATES:		
*	PROGRAMMING ASSISTANCE AVAILABLE:		EXPLAIN:
	FOR LATEST AVAILABILITY FOR SHARING, SEE OTHER SIDE		DATE:

(This card can be a punch card, kardex file card, or be set up as a log or register)

* Modification of this format is authorized to accommodate information pertinent to PCM and auxiliary equipment.

SAMPLE

EXHIBIT E
REQUEST FOR ADP
SERVICES

DATE

FOR EXCHANGE USE ONLY

JOB CODE

JOB TITLE

☐ SUPPLEMENTAL ☐ COMPLETE

I. REQUEST BY	1. REQUESTING AGENCY AND COMPLETE MAILING ADDRESS		2. INDIVIDUAL TO CONTACT (FULL NAME)	
			TITLE	
			TELEPHONE	
	3. SIGNATURE OF AUTHORIZING OFFICER		DATE	TELEPHONE
	TITLE:			EXTENSION

II. COMPUTER	* 4. EQUIPMENT REQUEST (MFGR., TYPE & MOD. OF MAIN FRAME)	HRS. REQ'D	<input checked="" type="checkbox"/>	Memory Capacity	<input checked="" type="checkbox"/>	
				DISK PACK		
				DISK FILE		NUMBER OF POSITIONS REQ
				TAPES (MAGNETIC)		NUMBER OF DRIVES REQ
				CARD READER		
				CARD PUNCH		
				LANGUAGE		
			OTHER (SPECIFY)			

III. EAM EQUIPMENT	* 5. EQUIPMENT REQUEST (MFGR., TYPE & MOD. OF MAIN FRAME)	HRS. REQ'D	QTY	PANELS YES	NO	<input checked="" type="checkbox"/>	SPECIAL FEATURES

IV. PERSONNEL & REPORT REQ.	6. PERSONNEL REQUIREMENTS		7. DATA SECURITY CLASSIFICATION	
	<input type="checkbox"/> NONE REQUIRED	<input type="checkbox"/> NUMBER OF OPERATORS	<input type="checkbox"/> UNCLASSIFIED	
	<input type="checkbox"/> NUMBER OF SYSTEMS PROGRAMMERS	<input type="checkbox"/> CLASSIFIED:		
	** 8. DESCRIPTION OF SERVICE (FOR ADDITIONAL SPACE USE REVERSE)		DATE SERVICE TO BE COMPLETED	
			VOLUME OF DATA	
			*AMOUNT OF HOURS REQUIRED	
			HRS.	
			* PROCESSING	
			<input type="checkbox"/> CONTINUOUS	
			<input type="checkbox"/> NONCONTINUOUS	

V. SERVICE	9. TYPE OF SERVICE - CHECK APPLICABLE ITEMS				DAILY WEEKLY MONTHLY OTHER (SPECIFY)			
	<input type="checkbox"/> PRELIMINARY STUDY	<input type="checkbox"/> SYSTEMS AND/OR PROGRAMMING	<input type="checkbox"/> RECURRING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> FEASIBILITY STUDY	<input type="checkbox"/> PANEL WIRING	<input type="checkbox"/> NONRECURRING					
	<input type="checkbox"/> APPLICATION STUDY	<input type="checkbox"/> PERMANENT-PANEL/SYSTEM	<input type="checkbox"/> OTHER (SPECIFY)					
	<input type="checkbox"/> REPORT PREPARATION	<input type="checkbox"/> TEMPORARY-PANEL/SYSTEM						

VI. REFERRAL	10. AGENCY OR COMMERCIAL SOURCE & ADDRESS		11. INDIVIDUAL TO CONTACT	
			TITLE & ORGANIZATION	
			TEL.	
			EXT.	
	12. DATE AVAILABLE	* 13. PROCESSING	14. ALTERNATE DATE	15. SIGNATURE OF EXCHANGE REPRESENTATIVE
TIME AVAILABLE	<input type="checkbox"/> CONTINUOUS	ALTERNATE TIME		
A.M. P.M.	<input type="checkbox"/> NONCONTINUOUS	A.M. P.M.	TITLE	

(*) COMPLETE IF SPECIFIC EQUIPMENT REQUIRED.

(**) COMPLETE IF SPECIFIC EQUIPMENT NOT REQUIRED.

GPO 844-015

(8/64)



GENERAL SERVICES ADMINISTRATION REGIONAL OFFICES

ADP SHARING EXCHANGE LOCATIONS (REGIONAL)

